

**Translating Documents in Language Centre (UPTP2B) of *Sebelas Maret*
University**



Internship Report

**Submitted to meet a part of the requirements to obtain
an *Ahli Madya* Degree in English Language**

**by
Wayan Cishe Fransiska Saputri
C9313062**

**English Diploma Program
Faculty of Cultural Sciences
Sebelas Maret University
Surakarta
2016**

APPROVAL

The undersigned below has approved that this internship report is ready for examination. All the content in this report, however, is solely the responsibility of the writer.

Title of Internship Report:

Translating Documents in Language Centre (UPTP2B) of *Sebelas Maret* University

Name of Intern:

Wayan Cishe Fransiska Saputri C9313062

Surakarta,
Internship Supervisor

2016

Dra. Susilorini, M.A.
196506011992032002

ACCEPTANCE

The undersigned below hereby state that this internship report has been approved and accepted by the Board of Examiners at English Diploma Program, Faculty of Cultural Sciences, Sebelas Maret University

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Translating Documents in Language Centre (UPTP2B) of *Sebelas Maret* University

Name of Intern:

Wayan Cishe Fransiska Saputri C9313062

Date of Examination:

21 July 2016

Board of Examiners

Name, Position	Signature
1. Dra. Sri Kusumo Habsari M.Hum.,Ph.D. NIP. 196703231995122001 <i>Chair</i>	_____
2. Drs. Agus Hari Wibowo M.A., Ph.D. NIP. 196708301993021001 <i>Secretary</i>	_____
3. Dra. Susilorini, M.A. NIP. 196506011992032002 <i>Examiner</i>	_____

**Approved by Dean,
Faculty of Cultural Sciences,**

Prof. Drs. Riyadi Santosa, M.Ed., PhD.
NIP. 196003281986011001

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Surakarta, May 2016

Wayan Cishe Fransiska Saputri

ABSTRACT

Wayan Cishe Fransiska Saputri, 2016, Translating Documents in Language Centre (UPTP2B) of Sebelas Maret University, English Diploma Program, Faculty of Cultural Sciences, Sebelas Maret University.

This internship report is made to report the internship activities in UNS Language Centre. This internship was conducted beginning from 11th January 2016 to 04th March 2016. UNS Language Centre is located in UNS Campus area near the Faculty of Cultural Sciences.

This internship gives me experience of translation in real work and of how to work in a team. The internship activities in UNS Language Centre are translating documents, editing by discussion, and evaluating final translation. The documents translated during the internship which are discussed in this report are *abstracts, family cards and resident identity cards (RIC), academic transcripts, birth and marriage certificates, child custody agreements, and decisions*. Several problems encountered during translation dealing with the difficult words of technical terms, dictions, and word choices. The techniques used for solving the problems are discussion, using internet, and utilizing dictionaries.

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